

# **CITY OF REDMOND ARTS COMMISSION**

## **MINUTES**

**February 9, 2006**

**Old Redmond Schoolhouse Community Center**

*“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”*

**COMMISSIONERS PRESENT:** Chairperson Roy Leban, Vice Chair Heidi Houghton, Phil Teller, Kay Tarapolsi, Latha Sambamurti, Tom Flynn, Lisa Shine, Kamal Siegel

**ABSENT AND EXCUSED:**

**STAFF PRESENT:** Craig Larsen, Director of Parks & Recreation, Melna Skillingstead, Arts Administrator; Sandra Bettencourt, Recreation Program Manager; Dorie Lysaght, Recording Secretary

**GUESTS PRESENT:** Jill Schmidt, Linda J. Teller, John Davis

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## **AGENDA**

***Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.***

### **I. CALL TO ORDER**

Chairperson Roy Leban called to order the regular meeting of the Redmond Arts Commission (RAC) at 7:02 p.m. at the Old Redmond Schoolhouse Community Center (ORSCC).

### **II. APPROVAL OF MINUTES**

The Redmond Arts Commission (RAC) minutes of January 12, 2006 were approved with the following amendments:

- Page 2, V. A.: Change to “2005 Organizational Support Grants Final Reports”.
- Page 2, V. A. 1. and 2.: Add the amount granted, \$1200 to EAFA and \$1500 to SecondStory Repertory.
- Page 12, IX. B. 3. : Change to read “...to First Mutual Bank on ROS stationery.”

**Motion for approval of the RAC minutes of January 12, 2006 as amended by:**  
Commissioner Houghton

**Second by:** Commissioner Tarapolsi

**Motion carried:** 8-0 unanimous

### **III. ADDITIONS TO AGENDA**

General RAC Business

- Change V. B. to Annual Report Update

Performing / Literary Arts:

- Remove VIII. A. Performing Arts Committee Report

### **IV. ITEMS FROM THE AUDIENCE**

#### **A. Welcome Craig Larsen, new Director of Parks & Recreation**

Skillingstead introduced the new Director of Parks and Recreation for the City of Redmond, Craig Larsen. Larsen noted that every department that he has managed in the last fifteen years has had an arts commission and supported cultural programs. He explained that he is an advocate for bringing funds and resources and removing things that drain resources unnecessarily. He thanked the commissioners and invited them to check in with him at any time.

#### **B. Welcome New Commissioners**

##### **1. Lisa Shine**

Shine stated that she was glad to a part of the commission and excited about the upcoming work and the RAC visioning process.

##### **2. Kamal Siegel**

Siegel said that he was excited and honored to work on the commission and was looking forward to serving the community.

### **V. GENERAL RAC BUSINESS**

#### **A. Chair/Vice Chair Report**

Leban asked for somebody to assist him on Thursday afternoon in taking pictures of the seventeen artworks in storage at Artech in Seattle. Former Commissioner Jill Schmidt volunteered to help him.

#### **B. Annual Report Update**

Skillingstead reported that a draft of the 2005 Annual Report was still in process. She requested that the Commissioners submit content. She noted that more photographs were needed. She asked that all material be submitted to her by Friday, February 17. *Skillingstead will email a draft to the Commissioners for suggestions before the final draft is brought to the March meeting.*

### **C. Joint meetings with Council/Park Board Discussion**

Skillingstead explained that the RAC has held joint meetings with the Park Board and City Council in the past and that the last one was held in 2002 with City Council and in 2004 with Parks and Trails. She asked the Commissioners if they would be interested in having another. Teller suggested getting the request in soon to get on City Council's extended agenda. Audience member Schmidt reported that the last time it took over a year after the request for the RAC to meet with the City Council and that the meeting was very helpful. ***Skillingstead will get more information on scheduling a joint meeting and will report back to the RAC at the March meeting.***

### **D. % for Art Update**

The Visual Arts Committee had asked for more information on the budget for % for Art. Skillingstead stated that one more meeting was needed with Parks Administration staff to finalize the numbers. She will report on the budget when she gets the information. Bettencourt suggested inviting the budget analyst for the Parks Department, Jean Rice, and a staff person from Public Works to attend a meeting to discuss the budget.

### **E. Strategic Planning Consultant /Meeting Schedule Update**

Skillingstead reported that an RFP was sent out in early December with a January deadline. Two responses were received but the City of Redmond requires three applicants for the process. The deadline was eventually extended to February 9 so all interested applicants could submit instead of starting the process from the beginning. Three proposals have been received. Staff will go over the current proposals and set up an interview panel. Once a person is selected, a Saturday meeting will be tentatively scheduled. Bettencourt pointed out that if there are no qualified candidates, an open RFP will be released. Skillingstead asked the RAC to get back to her about schedules and ***agreed to send an email to remind them to send her the dates that they cannot attend.***

### **F. Handbook Update**

Houghton and Schmidt distributed the table of contents of the RAC Handbook update. They suggested dividing the Handbook up into at least four modules to mirror the stages in becoming a Commissioner. Handbook Module One, the Recruitment Module, will be for people interested in applying for the RAC and will contain basic information on the RAC, including an application form. Handbook Module Two, the Interview Module, will be for people who have submitted an application for the RAC and will contain more information on the RAC and the interview process. Handbook Module Three, the Orientation Module, will be for people who are about to be sworn in as Commissioners and will contain information to prepare them for their work. Handbook Module Four will serve as a resource/reference guide. They also designed the outline for two additional modules to be created and used by City staff and executive to clarify

the City's Boards and Commissions recruitment process and the interview process.

The City will review the documents before they will be released to the Commission for input. The Handbook Committee recommended that two Ad Hoc committees be created: one to review the modules and the other to address rules and procedures. Bettencourt pointed out that Houghton and Schmidt had worked very hard on the Handbook and that they had done a good job suggesting new ideas. Flynn asked to review the Handbook by modules rather than all at once. He thanked Houghton and Schmidt for their hard work. Davis asked who would be responsible for updating the document once it was approved and Schmidt suggested that staff should be responsible. Bettencourt suggested that the Vice Chair would also participate in the updates and would have an annual review of the Handbook.

#### **G. Arts Awards**

Skillingstead reported that no nominations for the 2006 Arts Award had been received yet. Leban suggested going around the table for the Commissioners to list who they had contacted and to report on whether the organization will be sending an application. The majority of the organizations had been contacted and the remaining groups were assigned.

Houghton proposed that the Arts Awards be cut down from three awards per year to one award. Only two pieces would be commissioned from the artist so the RAC could either cut the funds or request larger pieces. Bettencourt reported that no contract had been sent to the artist, Marita Dingus, for the 2006 piece so cutting down the number should not be a problem for this year. Leban asked if it needed to be a fixed number at any time and suggested the RAC decide how many to give each year based on the number of applications received. Houghton thought that would make it difficult when sending out the Call for Artists. Teller stated that the Call for Artists could go out after the recipients had been selected, once the number of awards had been determined by the RAC. Skillingstead reported that the reason the Call for Artists is sent out first is to have the Arts Awards ready for the June Arts Day but the program timeline could be adjusted for future years. Leban suggested that if there are not a lot of applicants for the current year, that the City could keep two of Dingus' pieces as a set and that the RAC should not make a final decision on cutting down the number of awards until next year. Flynn and Teller suggested that the issue should be tabled until a later date. Leban suggested including an evaluation of the arts awards process on the extended agenda in July.

#### **H. Business Card Order**

Skillingstead distributed an order form for business cards with the new City logo.

## **VI. ARTS EDUCATION / GRANTS**

### **A. Arts Education Committee Report**

Teller distributed and read a statement on arts education that he planned to read at the next Lake Washington School District (LWSD) board meeting. He asked for input on the statement and for approval from the Commissioners to read it as an RAC representative. The Arts Education Committee would like to point out to the LWSD board that art is now required curriculum in schools. Shine asked if they were going to ask the board about their plans to include art in the curriculum. Houghton asked if the LWSD currently has a timeline to include art in the curriculum. Teller suggested that the RAC give him specific language to state that he is a representative of RAC. Bettencourt and Tarapolsi requested that he add an introduction stating the RAC goals. Teller asked if the RAC was comfortable with him adding the goals to the statement. Leban felt that the statement did not represent the RAC and wanted to know if it was a call to action for the LWSD. Houghton pointed out that the LWSD should be commended for their fine music programs. Leban mentioned that the wording needed to be changed to make the intent clearer, to make it a call for action and to clarify how the individual comments were received. Houghton stated that the text was a good start towards a grass roots movement but that they needed a citizen action committee to go forward with the message with the guidance of RAC. Teller said that the Arts Education Committee plans to read the statement either as private citizens or as representatives of the RAC. Tarapolsi suggested having the individuals who contributed statements read them for more impact. Skillingstead stated that those committee members were not comfortable speaking in public. Bettencourt suggested starting and ending the statement with an acknowledgement of the work that the LWSD has done on arts education. Flynn requested that he add information on RAC, add language to clarify where the individual statements came from and end with a call to action that supports the LWSD and arts education. Houghton suggested that more time needs to be spent on the statement before the RAC can endorse it. Teller requested more input by email and said he would give the statement as a private citizen at the next LWSD board meeting and then to work on it with the Arts Education Committee for RAC approval at a later RAC meeting.

### **B. Arts Ed Grant Committee Recommendation**

Tarapolsi reported that an Arts Education grant application had been received from RASP for \$750 and that the committee could not come up with a recommendation. She brought forth the minutes from July 2004 on RASP program funding. RASP had been supported in the past as an RAC partner by the Literary Arts Committee and that while the committee agreed that RASP should be funded, they were not sure where the funds should come from. Flynn explained that he felt that because RASP had taken up the bulk of the Literary Arts Committee funding in the past for their Write Out Loud! event, the change in their program gives the RAC a chance to do something new with the money, like a

speaker series or writing workshops. Bettencourt stated that from the staff perspective, RASP had historically been a partner approved by the City and RAC to hold Write Out Loud! Because they no longer plan to hold that event, they can be funded from different areas. The program submitted in the Arts Education grant application is a separate program. Houghton asked if the RAC had to wait for an opinion from the Grant Committee to vote on the application and Leban answered that they could vote on the application without a recommendation. Tarapolsi said that she had not reviewed the application or checked the numbers to verify that they qualify for a grant. Leban reported that he had confirmed the numbers and they qualified. The program will be promoted throughout the Lake Washington School District, not just in Redmond. Tarapolsi reminded the RAC that previously concerns had been brought up about events being held outside of Redmond and that no location had been designated for the awards ceremony. Skillingstead mentioned that the City could provide space through the Parks and Recreation Department once the grant was approved so the awards ceremony could be held in Redmond.

**Motion for approval of RASP Arts Education Grant for \$750 by:** Commissioner Shine

**Second by:** Commissioner Flynn

**Motion carried:** 3-2 (3 abstain)

## **VII. VISUAL ARTS**

### **A. Visual Arts Committee Report**

Report moved to March meeting for time.

## **VIII. PERFORMING / LITERARY ARTS**

### **A. Poet Laureate Recommendation**

Report moved to March meeting for time.

### **B. Winter Performance Series 2006**

Sambamurti reported that two of the three Winter Performance Series events had been held. The PPAC concert on January 28<sup>th</sup> had an attendance of 250. She thanked Phil and Linda Teller for recording the event and Houghton and Davis for volunteering. The Anansi the Spider performance on February 4 had an attendance of 90, despite the bad weather. The next performance will be TangoFusion on February 11 at 7pm. She thanked staff, the Performing Arts Committee members and the Arts Commissioners. Shine volunteered to help at the February 11 performance.

## **IX. GENERAL NEW BUSINESS**

### **A. Call for Nominations and Elections**

The meeting was turned over to Vice Chair Houghton. She asked for any nominations or candidates for the Chair or Vice Chair positions. She suggested that all Commissioners submit their thoughts on the election process for future elections. She announced that she was not running for Vice Chair, leaving Flynn as the only candidate.

**Call for vote on Commissioner Flynn for RAC Vice Chair:** Commissioner Houghton

**Votes received:** 8 unanimous

**Call for vote on Commissioner Teller for RAC Chairperson:** Commissioner Houghton

**Votes received:** 3 (2 abstentions)

**Call for vote on Commissioner Leban for RAC Chairperson:** Commissioner Houghton

**Votes received:** 3 (2 abstentions)

Because of the tie for the RAC Chair position, the March meeting will have no chair and Vice Chair Flynn will serve as chair. There will be another vote for the Chair position at the March meeting. Bettencourt stated that if the vote continues to tie, another method like a coin toss could be used to determine the outcome. Shine asked if she could contact the candidates outside the meetings to gather more information and both welcomed the opportunity to talk to the new commissioners.

## **X. MOTION TO ADJOURN**

The meeting was turned over to Commissioner Leban.

**Motion to adjourn by:** Commissioner Teller

**Second by:** Commissioner Flynn

**Motion carried:** 8-0 unanimous

The meeting adjourned at 9:35 p.m.

Minutes prepared by Recording Secretary, Dorie Lysaght

**NEXT REDMOND ARTS COMMISSION MEETING:**

**March 9, 2006**

**Old Redmond School House Community Center**

**7:00 p.m.**

# **Redmond Arts Commission**

**Meeting: February 9, 2006**

## **Audience Present**

*Please note: Information provided at this public meeting becomes part of the City's permanent record.*

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>
Jill Schmidt	18518 NE 25 <sup>th</sup> St	425-641-2533
Linda J. Teller	9712 167 <sup>th</sup> Ave NE	425-864-0748